



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of a Photocopy Machine for Lodi Police Department Records Unit

DATE: September 18, 1996

PREPARED BY: LARRY D. HANSEN, CHIEF OF POLICE

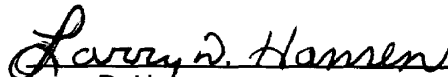
RECOMMENDED ACTION: That the City Council authorize the purchase of a photocopy machine for the Records Section of the Lodi Police Department.

BACKGROUND INFORMATION: We are upgrading the single side copy Xerox photocopy machine to a two-sided single copy photocopy machine, in the Records Section within the Lodi Police Department. The two-sided copy machine is more efficient in labor and material costs. Purchase of this copier (Xerox 5034ZTAST) is through a current County of Los Angeles Contract Pricing at a cost of \$8,393.72 (Xerox pricing proposal attached).

The Records Section is currently using a Xerox copier which will be moved to the basement of the Carnegie Forum when the Investigations Division moves to that location. It is anticipated this move will take place in November of 1996. Cost for this relocation is \$137.92 (Xerox cost proposal is attached).

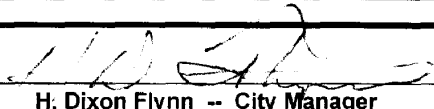
It should be noted Lieutenant Garold Murray will be in attendance at this Council Meeting to answer any questions.

FUNDING: \$8,531.64 95/97 Equipment Budget, Significant expenditures.


Larry D. Hansen
Chief of Police

cc: City Attorney

APPROVED: _____


H. Dixon Flynn -- City Manager



**XEROX PRESENTS
A PROPOSAL TO:**

**CITY OF LODI,
Police Department**

*PRESENTED BY:
LAUREN SEGALÉ
GOVERNMENT ACCOUNT MANAGER
(209)473-7536*

SEPTEMBER 4, 1996

The contents of this proposal are for the exclusive use of City of Lodi, Police Department and are good through September 30, 1996. The data and recommendations in this proposal are based for the most part on historical information and agreed-to assumptions. Therefore, although we have tried to ensure that the information is correct, we cannot guarantee its accuracy. In addition, changes in your requirements, procedures and printing schedule may, of course, alter the conclusions contained in this proposal. This analysis is based upon Xerox pricing in the current Xerox price list, in effect as of the date of this proposal and are subject to acceptance by Xerox Corporation. Xerox prices are subject to change without written notice.



A XEROX INVESTMENT SUMMARY FOR:

*CITY OF LODI
Police Department*

XEROX: 5034ZTAST COPIER

County of Los Angeles Contract Pricing

EQUIPMENT INVESTMENT OPTIONS:

Z = Zoom Reduction and Enlargement
T = Two Tray Paper Drawer with Stand
A = Automatic Document Handler
S = 10 Bin Sorter
T = Convenience Stapler built-in to Sorter

PURCHASE PRICE:

	<u>5034ZTAST</u>
Outright Purchase Price	\$7,790.00
7.75% Tax	<u>\$603.72</u>
Total	<u>\$8,393.72</u>

FULL SERVICE MAINTENANCE:

Three year warranty: includes all parts and labor

SUPPLIES:

	CARTON YIELD	CARTON COST
COPY CARTRIDGE	25,000 copies	\$306.00
DRY INK	20,000 copies	\$103.00
CARTRIDGE		

Prices quoted at quantity discounts: 4+ copy cartridge, 5+ ink.

PRICING DOES NOT INCLUDE SALES TAX.



XEROX SOLUTION: 5034ZTAST Copier

RELIABILITY

- Optimal volume is up to 15,000 copies per month

PRODUCTIVITY

- Automatic Document Handler: accepts mixed size paper from 5.5" X 8.5" to 11" X 17" at same time
- Optional 10 bin sorter: 40 sheets in each bin
- Automatic Two-Sided Copying: 1-1; 1-2; 2-2; 2-1
- Margin Shift: for copying two-sided documents where copies will be bound or hole punched.
- Convenience stapler built-in to sorter.
- Zoom reduction and enlargement: 64 - 156%
- Automatic reduction and enlargement: machine senses size of original and reduces or enlarges to fit onto 8.5" X 11"
- Book Copying: maps
- Automatic covers and insertions

QUALITY

- Copy and dry ink cartridges for excellent solid coverage: blacks black and the whites are white
- Copy from colored originals: auto contrast
- Photo Mode: when copying from mug shots and other photographs

OPERABILITY

- Alpha-Numeric and Graphic display
- Clamshell design: for jam clearance
- Three paper supply areas plus a bypass tray: 970 sheets in total



A XEROX Move Cost for:

CITY OF LODI
Police Department

XEROX: 5021ZTAS in Records

Relocation Fee	\$128.00
7.75% Tax	<u>\$9.92</u>
Total	\$137.92

RESOLUTION NO. 96-131

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING THE PURCHASE OF ONE XEROX MODEL 5034ZTAST
COPIER FOR THE POLICE DEPARTMENT RECORDS UNIT

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WHEREAS, Lodi Municipal Code, Section 3.20.070, authorizes dispensing with bids for purchases of supplies, services or equipment when it is in the best interests of the City to do so; and

WHEREAS, it is necessary to upgrade the current single side copy Xerox photocopier to a two-sided single copy photocopier in the Lodi Police Department Records Unit, which will be more cost efficient in labor and materials; and

WHEREAS, the current photocopier will be utilized by the Investigations Division after their move into the Carnegie Forum Basement which is anticipated to take place in November of 1996; and

WHEREAS, through a pricing agreement with the County of Los Angeles, Xerox is able to offer LA County pricing to cities and counties throughout California; and

WHEREAS, it is staff recommendation that the City Council authorize the purchase of the Xerox Model 5034ZTAST at the cost of \$8,393.72 through the County of Los Angeles agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council hereby approves the purchase of the Xerox Model 5034ZTAST copier from Xerox Corporation at the cost of \$8,393.72 through the Los Angeles County agreement.

Dated: September 18, 1996

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I hereby certify that Resolution No. 96-131 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 18, 1996, by the following vote:

AYES: COUNCIL MEMBERS - Mann, Pennino, Sieglock and Warner (Mayor)

NOES: COUNCIL MEMBERS - Davenport

ABSENT: COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None


JENNIFER M. PERRIN
City Clerk